REQUEST FOR PROPOSALS

Community Health Needs Assessment Services

RFP # 211209-218 – ADDENDUM 1 Questions and Answers December 22, 2021

Date of Issue: December 9, 2021

Questions Due: December 16, 2021

Answers Issued via Addendum: December 22, 2021

Proposals Due: December 29, 2021

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1. Will it be a requirement for the Contractor to be on-site for particular pieces of this project? I ask because we would need to build this into our pricing, but also to assure you we have become quite adept at remote data collection, etc. over the last 2 years.

    On-site meetings are preferred for survey processes and community forum meetings. Virtual meetings will be acceptable for monthly follow ups with Steering Committee.

2. Do you have a general idea of how many Key Informant Interviews and Focus Groups you would like to include?

    Previously, there have been 2 focus group meetings held throughout the project. Citizens will be selected at random to complete interviews. A minimum of 2 public forums should be held and open to community stakeholders, organizations, and the public.

3. Will you require the contract to be on Pender County's paper? (i.e. you draw up the contract vs. Conduent HCI draw up the contract)

    It is not required that the contract be drawn up by Pender County.

4. Are there budgetary constraints we should be cognizant of?

    While there is a financial range in mind, the County has budgeted accordingly for this project.

5. Must the proposal be sealed and delivered via the mail? Is e-submission satisfactory? If it must be delivered does it need to be notarized?

    Sealed proposals may be submitted via postal service or in person. An e-submission will not be accepted. Proposals do not need to be notarized.

6. Must the proposal be postmarked by 3:00pm EST 12/29/21 or received by then?

    Sealed proposals must be received by 3:00 EST, 12/29/2021.

7. Are there other partners/stakeholders involved that will receive deliverables?

    No, the Pender County Health Department is the only party.

8. When is your IRS deadline? Can you outline your decision-making timeline?

    There is not an IRS deadline. Timeline is dependent on proposals received and ability to meet scope of work. Project timeline will be discussed between Steering Committee and awarded contractor.

9. Pender County has a population of 63,000 plus. How many people do they wanted surveyed for the Community Themes & Strengths Assessment (CTSA)?

    The number of people surveyed are to be determined by contractor using scientific selection processes.

10. Does the county have the ability to electronically administer the survey to all population groups?

    Due to the lack of internet access in the rural areas of Pender County, not all groups may be reached electronically.

11. Is there a budget or a budget range?

    While there is a financial range in mind, the County has budgeted accordingly for this project.

12. Is this in-person or virtual or a mix of both?

    There will be a mix of in-person and virtual connections.

13. Confirm the components of the RFP?

    The Community Health Needs Assessment will provide input regarding the needs, resources, and expectations of the community. Results will provide leaders with information needed to improve community health and opportunities for healthy living. Through data collection, focus groups, county comparisons, citizen interviews, and a final health needs report, leaders and committees will have the ability to develop improvement plans for different priorities.

    The successful proposal will include pricing, assessment approach, proposed timeline and proposed contract.

14. Is there a committed point of contact?

    Carolyn Moser- Health and Human Services Director
    Shirley Steele- Director of Nursing

15. Who are your key stakeholders? Do they have adequate representation and input?

    Key stakeholders consist of representatives from local and county-wide leadership, public agencies, nonprofits, healthcare organizations, and other sectors. Members from each sector are placed on the Steering Committee where they are able to provide input on community resources, concerns, and needs.

16. Timeline on deliverables?

    Project should be completed by 09/30/2022. Completed assessment must meet the requirements of the IRS and Public Health Accreditation Board.

17. Data sources?

    Primary data sources may consist of information collected directly by the Health Department. Secondary data may be collected by, but not limited to, the Centers for Disease Control and Prevention, the United States Census Bureau, The North Carolina State Center for Health Statistics, The North Carolina Department of Commerce, North Carolina Department of Health and Human Services, North Carolina Department of Public Instruction, NC Department of Justice, County Health Rankings and Roadmaps, North Carolina State Center for Health Statistics, North Carolina Division of Public Health.

18. What is the desired project start date and end date?

    Desired start date of 02/01/2022 with a desired end date of 09/30/2022.

19. Are there important milestones that need to be incorporated into the project timeline?

    Important milestones and deadlines should be discussed at Steering Committee Meeting.

20. Is there a rationale for the desire to complete a Community Health Needs Assessment (CHNA)?

    Community Health Assessment must be conducted to meet requirements of re-accreditation for North Carolina Local Health Departments.

21. Is this the first step in the process to become Public Health Accreditation Board (PHAB)?

    No, the Community Health Needs Assessment is a required element of the North Carolina Local Health Department Accreditation program process.

22. Are participation incentives allowed in the form of a grocery store certificate for community engagement activities such as surveys and focus groups?

    Incentives may be offered at the contractor's expense

23. Is community input (resident surveys and focus groups) expected to be collected in languages other than English and Spanish?

    English and Spanish are the only desired languages.

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